

**Workforce Investment Act Funds SFP
Proposal Package Instructions
Category 3A Advancing Minimum Wage Workers**

Category Summary

The CWIB's Targeting Resources Special Committee has developed criteria to focus this category on the minimum wage worker that has been consistently employed in minimum wage jobs for three years. Projects funded in this category will provide minimum wage workers with the skills, abilities and supports necessary to move into high-demand, career-orientated occupations that can lead to progressively higher wages.

The specific criteria for this category are as follows:

1. Target Population - Participants served must be incumbent workers between the ages of 25 to 54 who have been consistently employed in minimum wage jobs. Consistently employed is defined as attachment to the labor market in minimum wage jobs for the last three years.
2. Targeted Industries – Projects that focus on the leisure and hospitality industries, wholesale and retail industries or the educational and health services industries will receive bonus points. Other industries where minimum wage earners are predominate may also be targeted, however bonus points will not be awarded.
3. Collaboration and Partnerships – Emphasis will be placed on those applications submitted on behalf of partnerships. Successful applications will demonstrate that integration or a high level of coordination between partners is currently in place.
4. Employer Involvement – Applicants must demonstrate employer involvement in the planning and implementation of the project and include partnerships with employers that have vacancies for which the participants are being trained and/or skills are being developed.

Proposal Package Instructions

To compete, all proposals must respond to each section below. Forms can be downloaded by clicking on the available links below.

1. Cover/Signature Page (Includes Proposal Summary)

The purpose of the [Cover/Signature page](#) is to provide applicant contact information, the amount of funding requested, a proposal summary and an authorized representative's signature. All sections of the Cover/Signature Page must be completed. The proposal summary must be limited to 100 words.

2. Proposal Narrative (Maximum 100 points plus possible 11 bonus points)

The [Proposal Narrative Category 3A](#) contains eight sections as detailed below. Each section will be reviewed and scored individually. The Proposal Narrative is limited to 20 pages.

Section I - Statement of Need (Maximum 10 points plus possible 5 bonus points)

Describe the geographical area the project will target and the economic and workforce conditions in the area. Describe the industries that will be targeted and demonstrate the presence of workers who have been consistently employed in minimum wage jobs within the industry. Provide supporting labor market information data. Five bonus points will be awarded to projects that focus on the leisure and hospitality industries, wholesale and retail industries or the educational and health services industries

Describe the needs of the industry and minimum wage earners that will be addressed by the project. Explain why the need cannot be addressed with existing resources through the local or regional service delivery infrastructure.

Section II - Target Group (Maximum 10 points)

Using the criteria described in the Category Summary for the target population, describe the characteristics of the incumbent workers that will be served by this project including barriers and basic and occupational skill needs. Describe how their attachment to the labor market in minimum wage jobs for at least three years will be documented.

Identify the outreach and recruitment methods, including employer involvement, which will be used to contact and recruit participants. Demonstrate how these methods will enable you to reach the population targeted.

Section III - Planned Approach (Maximum 25 points)

Describe the service process that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will enable participants to attain, retain or advance in demand occupations. Identify who will be providing the services/training. Describe any employer involvement in the service process.

Identify the career ladders in the targeted industry and demonstrate how the services will help minimum wage workers move up those career ladders or how these workers will transition into higher wage jobs in other industries. Include information on how your service plan will address the barriers of the minimum wage workers targeted.

Describe the occupations that will be used to transition the minimum wage workers. Demonstrate how these occupations will result in high-demand, career-orientated jobs. Provide data and sources that demonstrate the demand for these occupations in the area.

Describe the occupational and/or basic skill attainments that will be used as performance goals. Describe how they were determined and how they will be measured.

Describe how your service plan will be able to achieve the goals and objectives of the project in a timely manner. Complete and attach the [Proposal Work Plan](#) (SFP Form 2) that includes objectives/activities and timelines. The following are some examples of objectives/activities that may be included:

Objectives/Activities	Estimated Dates
Project Staff Hired	December 2006
Recruitment of participants begins	December 2006
Participant assessments and enrollments begin	January 2007
Partner MOUs/agreements are finalized	January 2007

Section IV - Goal and Objectives (Maximum 10 points)

Complete the Enrollment and Cost Matrix as follows:

- Part 1 - Participant Information. Enter the total number of planned enrollments. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and enter how many participants are planned to receive training.
- Part 2 - Cost Information. Enter cost information in column (B) using only the amount of funds requested in this proposal. In column (C) provide the costs using all resources available to the project, including the grant funds requested. Enter the cost per participant, per retained employment and per trainee for each column.

Complete the Performance Goals Matrix for each of the performance goals identified below. The Advancing Minimum Wage Worker Category will be designated as demonstration projects and will have unique performance outcomes.

Performance Goal	Performance Level
A. Earnings	80 percent of the participants should increase their earnings by the end of the project.
B. Entry into Demonstrated Career Path	Participants will successfully enter into a career path/occupation with demonstrated upward mobility.
C. Occupational and/or Basic Skill Attainment	Participants will increase educational and/or occupational skill attainment in one or more functional areas such as nationally recognized standards for adult education and literacy programs, or basic education or occupational skills.
D. Benefits	Participants will become employed into jobs with benefits such as medical and sick leave.

In addition to the monthly participant and expenditure reporting requirements referenced in the SFP Section 8 C, awarded grantees will be required to submit a quarterly status report on the performance goals identified above. EDD will provide instructions for submitting the

quarterly status report and staff will be available to provide technical assistance in completing the report.

Section V - Local Collaboration (Maximum 15 points)

Creating effective partnerships is a key element of any workforce development system and is an essential component of this SFP. Emphasis will be placed on those applications submitted on behalf of partnerships. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards, state/local agencies that serve the targeted groups, advocacy groups, faith-based and community based organizations, training providers, and business and economic development groups. Applicants must demonstrate that a high level of coordination already exists or that linkages are in the process of being established.

The criteria in this section are divided into two parts depending on who is applying. If the Local Workforce Investment Area Administrative entity (LWIA) is the applicant, they must address criteria in part A. If the applicant is not a LWIA, they must address criteria in part B.

Part A - LWIAs only:

Indicate whether your application is submitted on behalf of a partnership. If yes, identify the partners and demonstrate that integration or a high level of coordination between partners is currently in place.

Describe how the LWIA has successfully formed effective partnerships with local community based organizations, employers, education and others. Provide descriptions of any formal or informal agreements that exist with the partners. Demonstrate how these organizations will complement the services provided by the LWIA under this proposal.

Describe the employer involvement in the planning and implementation of the project. Describe any partnerships with employers that have vacancies for which the participants are being trained and/or skills are being developed. Employers include business, industry, labor/trade associations or any other public, private non-profit or private for-profit organization that will be employing workers through this project.

Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Part B - Non-LWIAs only:

Indicate whether your application is submitted on behalf of a partnership. If yes, identify the partners and demonstrate that integration or a high level of coordination between partners is currently in place.

Describe how your organization has successfully established linkages with the LWIA. Include any actions you have taken to collaborate with the LWIA and any formal or informal agreements that are in place. Describe the roles and responsibilities that the

LWIA will perform in conjunction with this proposal. A listing of the LWIAs is available on the EDD Web site at www.edd.ca.gov/wiarep/wialoc.htm.

Describe the employer involvement in the planning and implementation of the project. Describe any partnerships with employers that have vacancies for which the participants are being trained and/or skills are being developed. Employers include business, industry, labor/trade associations or any other public, private non-profit or private for-profit organization that will be employing workers through this project.

Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the other local partnerships (excluding the LWIA described above). Include local community based organizations, employers, education and others that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

Section VI – Resource Utilization (Maximum 10 points plus up to 6 bonus points)

Projects that can demonstrate a non-WIA cash and/or in-kind match of 20 to 30 percent will be rewarded 3 bonus points. Match greater than 30 percent will be rewarded 6 bonus points. (See SFP Section 5 C. Non-WIA Cash and/or In-Kind Match for further details).

Complete the Resource Utilization chart in the Proposal Narrative identifying the name of the provider, a description of the fund source, the type of resource, and the amount. All cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. The commitment letter must contain a contact person and telephone number. Check the applicable box for each match resource that is documented with a commitment letter. Provide any further explanation in the space provided in the narrative.

Enter the cumulative plan for utilizing the match funds on the Resource Utilization Chart. Match funds will be subject to the reporting requirements contained in WIA Directive WIAD06-4, Quarterly and Monthly Financial Reporting Requirements.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services and provide future sustainability.

Describe any direct grants you have received within the past four years from the Department of Labor or through a State WIA 15 Percent grant. Describe any connection those grants will have with this proposal.

Section VII - Statement of Capabilities (Maximum 10 points)

Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

Section VIII. - Budget Summary Narrative and Plan (Maximum 10 Points)

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Under column B, enter the non-WIA cash and/or in-kind match resources identified in proposal narrative Section VI. 1, Resource Utilization Chart. Column C is the sum of columns A and B.

In Section VIII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Plan. For example, narrative for the line item Staff Salaries should include a description of the staff and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. EDD has defined the equipment purchase procedures in Directive WIAD03-9. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 5) Section II. Contractual Services.

3. Expenditure and Participant Plan

Applicants must complete and attach the [Expenditure and Participant Plan](#) (SFP Form 6). Enter planned cumulative expenditures for each period ending date specified in Section I A., WIA 15 Percent Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required.

Enter the total planned enrollments for each period end date specified in Section II. A of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C1. On lines C1.a enter the total participants that will be placed in

unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1.b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). Line C1.c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.